

Paper Management

daily

- Sort through mail
 - trash junk mail
 - file bills to pay
- Record events and tasks on calendar
- Trash/recycle/shred the paper or file under *pending* in your Action Files in case you need to reference it.

weekly

- Sort through project basket
- Go through *pending* and *menu* in action files

monthly

- Sort *to pay* and *receipts* files in my action files
- File papers in my *to file* folder

yearly

- Sort through *reference files*
- Sort through *kids files* and *new schoolwork keepsakes*